



(Mac users: use Command key instead of Ctrl and option for Alt)



Navigation

Alt+F
Alt + Shift + Up/Down arrow
Ctrl + Shift + Up/Down arrow
Ctrl + ;

Open File menu
Move paragraph up/down (PC)
Move paragraph up/down (Mac)
Move to next misspelling

Document action

Ctrl+A Select all
Ctrl+C Copy
Ctrl+P Print
Ctrl+S Save
Ctrl+V Paste
Ctrl+X Cut
Ctrl+Z Undo
Ctrl+Y Redo
Shift+right-click Normal right-click
Ctrl+Shift+F Compact view
Ctrl+Alt+M Insert comment
Ctrl + Alt + F Insert footnote

Paragraph styling

Ctrl+Alt+0 Normal paragraph style
Ctrl+Alt+1 Header style 1
Ctrl+Alt+2 Header style 2
Ctrl+Alt+3 Header style 3
Ctrl+Alt+4 Header style 4
Ctrl+Alt+5 Header style 5
Ctrl+Alt+6 Header style 6
Ctrl+Shift+L Left alignment
Ctrl+Shift+E Center alignment
Ctrl+Shift+R Right alignment
Ctrl+Shift+J Full justify
Ctrl+Shift+7 Numbered list
Ctrl+Shift+8 Bulleted list

Text formatting

Ctrl+B Bold
Ctrl+I Italic
Ctrl+U Underline
Ctrl+. Superscript
Ctrl+, Subscript
Ctrl+Alt+C Copy formatting
Ctrl+Alt+V Paste formatting
Ctrl+\ Clear formatting

Actions

Ctrl+K Insert link
Ctrl+F Find
Ctrl+ Shift + C Word count
Ctrl+ Shift + Y Get definitions

Google Docs for Mobile Devices

Mobile version

<https://docs.google.com/m>

Android: Google Docs

<http://muo.fm/y0JWYR> - Official app for Google Docs (create, edit, upload, share and sync your documents);

iPhone/iPad: Memeo Connect Reader

<http://muo.fm/yskRIR> - sync, view, share your documents (supports MS Office, Apple iWorks, PDFs, images and videos as well)

Useful Tools

Google Cloud Connect (Windows)

<http://muo.fm/x0XnhC>
share, backup, and simultaneously edit Microsoft Word, PowerPoint®, and Excel® documents with coworkers via Google Docs;

Google Docs previews

preview any document sent to your Gmail without having to download or open them in new tabs - to enable it go to Labs under Settings in your Gmail, find Google Docs previews and enable it

Browser Extensions

WatchDoc (Chrome)

<http://muo.fm/x0XnhC> - get instant notifications within your browser once a shared Google document is edited/updated by another user;

Open It Online (Chrome, Opera, Firefox, IE)

<http://www.openitonline.com/> - open and save any online documents (or images) to Google Docs with right-click;

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